



**THE CITY OF LONG BEACH, CALIFORNIA
IS SEEKING
MANAGEMENT ASSISTANTS**





CITY OF LONG BEACH MANAGEMENT ASSISTANT PROGRAM

Program begins July 1, 2003

Applications are now being accepted for the City of Long Beach Management Assistant Program, one of the most respected municipal government training programs in the country.

The City of Long Beach

Long Beach, with a population of approximately 461,522, covers 50 square miles in southwest Los Angeles County. It has some of the best shoreline, marinas and beaches in Southern California, and a superb climate moderated by pleasant ocean breezes. The City of Long Beach is recognized as the home of the Queen Mary, the Long Beach Aquarium of the Pacific, the Long Beach Grand Prix, America's cargo gateway to Pacific Rim trade through the Port of Long Beach (the nation's busiest container port), one of the world's most environmentally safe off-shore oil operations and numerous major business and commercial enterprises.

Long Beach provides customary municipal services such as Police, Fire, Public Works, Library and Parks and Recreation. The City also owns and operates a leading deep water port, offshore and onshore oil production, a gas utility, a water utility, a public health department, convention and entertainment center, two historic ranchos, a commercial airport, three marinas and five public golf courses.

Long Beach is strategically located in the Southern California basin and is less than a 30-minute drive to Los Angeles and Orange County business centers. The City, widely recognized as a very desirable and livable community, is known for its unique neighborhoods, quality schools, excellent hospitals and noted arts and cultural resources.

The City Government

Long Beach was originally incorporated in 1888. After a short period of disincorporation, the City was reincorporated on Dec. 3, 1897. Since 1921, Long Beach has been governed as a charter city, and operates under a council-manager form of government. The Council currently includes a Mayor, elected at large, and nine (9) council members, elected by districts for four-year terms. The Council appoints a City Manager who manages the day-to-day affairs of the City.



The Management Assistant Program

Established in 1980, the program is designed to attract, develop and retain innovative people in local government. It offers a one-year apprenticeship to individuals who have earned (or will earn by July 2003) a Master's Degree in Public Administration or related field. The program consists of four, three-month rotations. Two of the rotations are with the City Manager's Office and the Department of Financial Management. The other two rotations are selected by the Management Assistant from among all other city departments, including Fire, Police, Public Works, Community Development, Harbor, Technology Services, Gas and Electric, Water, and Parks, Recreation and Marine. Projects and work assignments vary by department and are designed to give the Management Assistant a broad, positive experience in municipal government.

Management Assistants attend City Council and management policy meetings. They may also attend local and regional professional conferences during the year, where they meet with government representatives from agencies throughout the State of California.

Management Assistants who successfully complete the one-year program are well prepared to compete for professional positions within the City of Long Beach. All prior Management Assistants have secured employment directly following completion of the Program.

Among the positions held by former Management Assistants are: Administrative Analyst, Administrative Services Manager, Real Estate Officer, Superintendent of Contracts and Revenue Development, Economic Development Specialist, City Purchasing Agent, Library Services Manager, Technology Services Manager, Fleet Finance Officer, Administrative Assistant to the City Manager, Business Operations Manager, Acting Deputy City Manager, and Special Assistant to the General Manager of the Water Department.

Positions held by former Management Assistants outside of the City of Long Beach include: Assistant City Manager, Novato, CA; City Manager, Lafayette, CA; City Manager, Grand Chute, WI, City Manager, Santa Paula, CA, and Deputy of Constituent Services, Democratic National Convention.

Typical Management Assistant Assignments

Management Assistants are given assignments that develop report writing, research and analytical skills to familiarize them with the day-to-day operations of a large full-service city. The City of Long Beach offers Management Assistants the opportunity to work in, and learn about, a wide variety of subjects. Project assignments of former Management Assistants illustrate the diversity of available work experiences.

Former Management Assistants have worked on projects including: drafting a business plan for a new multicultural health education center; coordinating the publication of Hitting the Mark, a report card on city services and performance measures; evaluating the impact of state and federal legislation on the City; assisting the Department of Public Works with its operating and Capital Improvement Program budget preparations; designing and developing a new Airport Customer Service Survey; monitoring grant opportunities for the Gas and Electric Department alternative fuel vehicle program; assisting the Budget Bureau staff with preparations for the fiscal year budget; coordinating the City Council Agenda for the City Manager's Office; developing an assignment tracking system for the City Manager's Office; assisting in the implementation and evaluation of the City's Neighborhood Improvement Strategy, and, preparing reports for the Mayor and City Council regarding various City policy issues.



Qualifications

Applicants must have completed the requirements for a Master's Degree in Public Administration, Business Administration or related field by July 2003. Proof of degree will be required prior to starting employment.



Salary/ Benefits

The monthly salary for the one-year program is \$3,109. The City has a comprehensive benefit package, which includes vacation accumulated after one year of service, holiday leave, sick leave benefits, medical, dental and life insurance for employees and dependents and membership in the State of California Public Employees Retirement System.

Selection Procedure

The most qualified candidates will be invited to Long Beach to participate in the final selection process, consisting of a day-long Assessment Center.

If you require an accommodation because of physical or mental disability in order to participate in any phase of the application process, please contact the Department of Human Resources at (562) 570-6915.

How to Apply

Submit **TWO COPIES** of the following documents:

- Resume including honors, work experience, and school/extracurricular activities.
- Names and telephone numbers of three references, one of which must be a faculty member.
- Complete graduate and undergraduate transcripts (unofficial copies accepted).
- Submit responses to the following three questions. Responses should be no more than two pages per question.
 1. How will serving as a Management Assistant with the City of Long Beach assist you in obtaining your long-range goals and what about the City of Long Beach makes this your position of choice? Please include your short-term and long-term career objectives.
 2. Describe the most complex analysis that you have completed either in a past internship, job or school assignment. Please specify where you completed the analysis, why it was done, what the outcome of the analysis was and any analytical tools used to complete the project.
 3. Describe what qualities you possess that you believe will make you successful as a Management Assistant in the City of Long Beach.

All application materials must be postmarked no later than January 31, 2003. Send documents to:

Management Assistant Program

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